CAMT
ENROLLMENT
AND ONLINE
COURSEWORK
TUTORIAL

January 2020
Credential Enrollment

Congratulations! You are showing your dedication to your career by choosing to enroll in NAAEI’s Certified Apartment Maintenance Technician (CAMT) program.

Enrollment is a two-step process:

1. Creating or identifying your NAA login
2. Completing the credential enrollment form

After you have enrolled as a CAMT candidate and completed the classroom courses, you will complete online practice scenarios and a soft skills training course. Follow these steps carefully to ensure that you will be able to take your exam and receive your certificate in a timely manner.
Step 1: Identify your NAA User ID

If you have already visited the NAA website, you should have an NAA User ID and password. If not, you can create one. Either way, your first step is to click on the Login/Register button at the top of the NAA website homepage (www.naahq.org).

Step 1: Create your NAA Account

On the following page, you will have two options.

1. Sign into your existing account (with the ability to reset your password if you don’t have it); or

2. Create a new account.

To create a new account, click “Need help signing in?” at the bottom of the page.
Step 1: Create your NAA Account

Then click Create an Account.
Step 1: Create your NAA Account

.fill out your name, email address and password to create your account. Click the green Create Account button.
Step 1: Create your NAA Account

Once you have created your account, you will be returned to the Sign-In page. Enter your email and password to sign into your account.
Step 1: Create your NAA Account

You will be taken to the Personal Snapshot page, where you can edit your profile, complete additional personal information and enroll in programs. Your NAA ID is listed on this page. You will need your NAA ID to log into your online CAMT coursework.
Step 2: Complete the Enrollment

To start the enrollment process, click My Education Institute and then Enroll in a Credential.
Step 2: Complete the Enrollment

The form will pre-populate with your account information. Select the option that you are taking the course in the classroom.

NOTE: CAMT is not offered as an online program. You must select Classroom as your course option.
Step 2: Complete the Enrollment

After selecting that you are taking the course in the classroom, you will be prompted to complete the following form. All bolded fields are required. Choose the appropriate course sponsor (your local apartment association, college or university). Enter your industry start date to record your employment experience.

Click “Next” at the bottom of the form.
Step 2: Complete the Enrollment

Once you complete the form, you will see a summary page where you can confirm that your information is correct. To complete the enrollment, click Submit at the bottom of the screen.
Congratulations! You are now enrolled in the CAMT program. On your dashboard, you will see a confirmation of your enrollment and a list of any other programs you may currently be enrolled in. An email confirmation of your new enrollment will be sent to the email address you have listed in your account.

You have been enrolled in the CAMT program.

Enroll in a new program here

Current Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Enroll Date</th>
<th>Thru Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAMT</td>
<td>September 3, 2019</td>
<td>September 2, 2020</td>
<td>Enrolled</td>
</tr>
</tbody>
</table>
Account Access

To access your account at any time, log into the NAA website using your email address and password. When you reach the home page click the Member Section button to view a dropdown list. Click Account Information to return to Personal Snapshot page.
Online Course Requirements

CAMT online course requirements include:

- CAMT Practice Scenarios
- CAMT Soft Skills Training
Accessing the Online Courses

- CAMT candidates must complete the online practice scenarios and an online soft skills training course once they have completed the classroom training.
- Candidates must have an NAA account and be enrolled in the CAMT program through NAA in order to access the online courses (see Steps 1 and 2 above).
- To access the online practice scenarios, click here: https://gowithvisto.org/camtsoftskills.
- Click on the Add to Cart button.
Accessing the Online Courses

CAMT Soft Skills and Practice Scenarios

$0.00

Course Description

There are two components of CAMT Online Training: the soft skills course and the practice scenarios. Complete both sections in preparation for your CAMT exam. You may review this material as many times as needed.

This courseware is the online portion of the larger CAMT credential. Add this course to your cart and complete the checkout process. This course will be added to your Visto library for you to complete. Once the course is complete, a transcript is available in the Achievements section of your account.

Course Details

Course Type: Course
Course Length: 2 hours
Course Provider: NAABI
CECs: 0

ADD TO CART

BUY IT NOW
Accessing the Online Courses

☐ Your cart will appear. Click Check Out.
Accessing the Online Courses

• Click on the “Create an Account” tab.
• This is where you create your Visto account. This account is separate from and not connected to your NAA account.
• Complete the required fields (marked with an *), and click “Create Account”.

My Account

<table>
<thead>
<tr>
<th>Log In</th>
<th>Create an Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name *</td>
<td>Last Name *</td>
</tr>
<tr>
<td>Position</td>
<td>Company</td>
</tr>
<tr>
<td>Email (username) *</td>
<td>Phone</td>
</tr>
<tr>
<td>NAAEI ID</td>
<td>Password *</td>
</tr>
</tbody>
</table>

Forgot NAA Member ID? | Create a NAA ID

Career Paths *

☐ I would like to be added to your mailing list.

NAA Education Institute
Accessing the Online Courses

- A box will pop up. Click “ok”, as indicated by the arrow below.
Accessing the Online Courses

- Complete the required fields (marked with an *) of the “My Industry Profile”. Then, click “Save.”

### My Industry Profile

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Elizabeth</td>
</tr>
<tr>
<td>Last Name</td>
<td>Test</td>
</tr>
<tr>
<td>Position</td>
<td></td>
</tr>
<tr>
<td>Company</td>
<td></td>
</tr>
<tr>
<td>Email (username)</td>
<td><a href="mailto:yz2432@columbia.edu">yz2432@columbia.edu</a></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>NAAEI ID</td>
<td></td>
</tr>
</tbody>
</table>

- I would like to be added to our mailing list.

[Form_fields]
Accessing the Online Courses

- A box will pop up. Click “ok”, as indicated by the arrow below.
Accessing the Online Courses

- Click on the shopping cart in the upper right corner.
Accessing the Online Courses

☐ You will see your cart. Click Check Out.

<table>
<thead>
<tr>
<th>Product</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAMT Soft Skills and Practice Scenarios</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Add a note to your order

Taxes and shipping calculated at checkout

[CONTINUE SHOPPING]  [UPDATE]  [CHECK OUT]
Accessing the Online Courses

- Complete the Billing Information section. All fields are required. **You will not be asked to enter payment information and will not be charged for this purchase.**

- Click “Continue to payment”
Accessing the Online Courses

- On the payment screen click on Complete order.
Accessing the Online Courses

From the order confirmation page, click on Continue to my Classroom.
Accessing the Online Courses

- You will see the CAMT Soft Skills and Practice Scenarios on the “My Courses” page.
- Click on “Start” to begin your courses.

My Courses

SORT BY Purchase Date Ascending

CAMT Soft Skills and Practice Scenarios
Purchase Date 11/08/2019

The course is not yet started
Accessing the Online Courses

Click on the “Start” button to the right of the course title to begin. An example is below.
Accessing the Online Courses

- Click Next to advance through the course.
Accessing the Online Courses

When you complete the entire online course, click on Achievements from the Classroom drop down menu to view your transcript. Your transcript will appear in the section indicated by the thick blue arrow below.
There is a practice exam available at http://www.naahq.org/learn/education/candidate-resources: the CAMT Practice Test (Spanish-English).

The CAMT Skill Checks and Answer Key are also available in the CAMT Candidate Resources section of the NAA Web site.

CAMT

CAMT Reference Materials

The CAMT Candidate Handbook is available for CAMT candidates.

- CAMT Candidate Handbook
- CAMT Enrollment, Online Coursework and Exam Information
- Visto Login Instructions to Access Online Courses

CAMT Exam Prep

- CAMT Skill Checks
- CAMT Skills Checks Answer Key
- CAMT Skill Checks Answer Key (Spanish Version)
- CAMT Spanish-English Practice Test
CAMT Certificate Exam

- Participants will receive exam scheduling instructions and an exam eligibility code from their sponsoring association.
- The CAMT exam consists of 100 questions in both English and Spanish and is timed for two hours and 30 minutes.
- The CAMT exam is a proctored exam that may be taken on student’s computer with a remote proctor or at the course sponsor’s testing site with a live proctor.
- The CAMT exam is NOT an open book exam. Participants are not permitted to carry their notes or class materials with them.
- To schedule your CAMT exam, visit the online scheduling site at https://www.castleworldwide.com/naaei.
- Results are available immediately upon completion of the exam.